



# Quick Sheet: Getting Around in OLDC

**Audience:** Grantees

## Introduction

The Online Data Collection (OLDC) system automates the filing of grant reports. This Quick Sheet explains basic navigation of the OLDC web site. OLDC is role-based, which means that the user only has access to options for which permission is given. These permissions are set either by the Grant Administrator or Grantor staff.

## OLDC Home – Main Menu

The first screen on the OLDC web site is the main menu. From the main menu, users can choose to enter a grant form, retrieve previous or current data, obtain information about the OLDC system, and End OLDC. Based on the roles assigned, some of these options may not appear on the main menu. To navigate through the window, use the scroll bars on the right side of the browser window. From the main menu, click **Report Form Entry** to begin working with OLDC Forms.

## OLDC Screen Basics

Each window in OLDC has several main components that are always available at the top of the page. **End OLDC** and **Help/FAQ** are links to exit the system or to retrieve OLDC support information. Below those options, and to the left, are links to the main menu (OLDC Home) and previously visited screens. Together, these links form a *path* of screens. In the illustration below, the path to access the **Report Selection** page is **OLDCHome >> Grantee Selection >> Report Selection >> Report Form Status** (a phantom bread crumb link to **Report Form Status** always appears on the Report Selection screen). Clicking any of the links in this path returns the user to that screen on the web site.

OLDC Home	Grantee Selection	Report Selection	<b>Report</b>	Report Form Status
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## Report Forms

These are the electronic versions of Grant Reports. Choose the report form by using the selection menus. Drop-down list selections must be made in sequential order, from top to bottom. However, Report Selection drop-downs default to the current period. If the option desired is not available, contact the Grants Office. Click the **Enter** button towards the bottom of the screen after selections have been made.



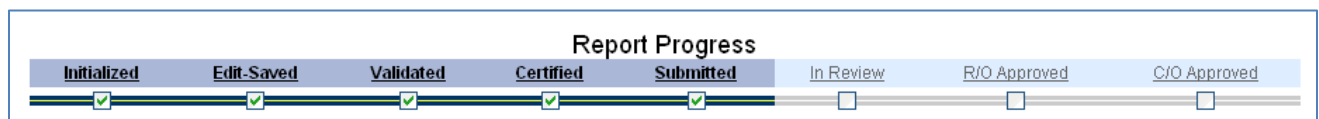
The report forms' appearance is similar to that of the paper forms. Scroll down to access the full form.

- Click the **Save** button to store entered information in OLDC.
- Click the **Validate** button at the top or bottom of the form to ensure that all the information is acceptable based on mathematical calculations or policy. OLDC checks the form and generates an error message for missing or mathematically incorrect information.
- Staff members with signature authority have a **Certify** button. (Note: some programs do not require certification of report forms).
- After certification, which is the electronic signature authority, click the **Submit** button at either the top or bottom of the form to send the report to the grantor.

### Report Progress Bar

The Report Progress bar visually tracks the status of the report form on the Report screen.

As each step in the submission process is completed, the Progress bar fills and check boxes are marked. Click the underlined text above each Progress box for a definition of that status.



### System Performance

There may be times when a command does not appear to respond immediately. When this happens, simply wait until the command goes through. Clicking multiple times may cause a value or form to be submitted multiple times, which creates incorrect information. The browser icon in the top right corner of the window (spinning earth icon for Internet Explorer) stops moving when it has finished sending and receiving information.

### Printing

To print a report form, click the **Print Form** button at the bottom of the form. This creates a printable version of the form for recordkeeping in a separate browser window. Click the **File** menu at the top left of the browser window, choose **Print...**, and click **OK** in the window that appears. To go back to the original form, simply close the printable version of the Form by selecting **File – Close**.



## Changing User and System Settings

To customize the way OLDC is used; click **User/System Settings** from OLDC “Home”. *User Settings* are on top, and *System Settings* are on the bottom. Available options are dependent on the roles assigned to the user. See the Grant Administrator if a necessary option is missing.

Click **User Preferences** to customize navigation within reports.

- To change how rows and columns are navigated, choose from **Left to Right**, **Top to Bottom**, or **Use Browser Default**. The Browser Default uses the page navigation dependent upon the layout of the specific section.
- OLDC also offers an option to use browser enhancements to assist people with disabilities. Scroll to the bottom of the *Change Password/Preferences* screen. Under **Americans with Disabilities Act (Section 508)**, select the radio button next to **Yes** to enable browser enhancements.
- OLDC automatically chooses how to show the report form based on its length. To change how all report forms are shown, click the radio button to the right of **Complete Report** or **Section by Section**. Click **Change Form Defaults** to modify the settings, or **Reset to Form Defaults** to go back to the original OLDC settings. It is recommended that the default settings be used, unless there is a strong preference for one method of display.

## OLDC Help

Click the underlined label next to any menu item, or in any report form, for more information. There are on-screen instructions for most procedures, but more in-depth help is available by clicking the **Help/FAQ** link at the top of the web page or from “OLDC” Home. Click the **News and Tips** link from OLDC “Home” to view or print documentation such as Quick Sheets, Guides, and Tutorials.